

Milestone Clubhouse Rental Procedures

Milestone Owners Association (MOA) 550-4656

Form and payment

1. Complete the attached Milestone Owners Association Clubhouse Reservation Form
2. \$250.00 security deposit payable to Milestone dated the date of your event.
3. Separate check for the usage fee (see below) and Disinfect Fee (\$100), payable to Milestone, dated w/current date.
4. **MOA assessment account must be paid in full to allow approval of rental request**

Usage of the clubhouse up to 4 hours is \$60.00 (\$50 + \$10 use fee) or for more than 4 hours per day is \$110.00 (\$100 + \$10 use fee). Please return your reservation form and two checks:

1. Drop off the form at the clubhouse during office hours, leave in secure drop box just outside the front door or
2. Mail it to 11030 Milestone Drive, Mechanicsville, VA 23116

Obtain your event access

Please call the clubhouse office one week prior to your event to set up a time to obtain your front door access fob and review/sign off on rental requirements.

*****VERY IMPORTANT*****

All rentals must review and complete the Milestone Clubhouse Pre-Rental Form PRIOR to the start of their event. Any damages/issues not reported on that form (with pictures submitted to manager@milestonecommunity.com) may result in your security deposit being charged. The form will be reviewed with the site manager prior to your event and left in the clubhouse binder in the kitchen for completion at your event.

REQUIRED CLEAN-UP and END OF RENTAL PROCEDURES

- \$150 fee and possible loss of future rental privilege if cleaning is not completed
- Clean up must be completed during scheduled rental time
- Cleaning products are under the sink. Broom, mop and bucket are in the storage closet located off the Great Room
- Clean sink, counter tops and tables – do NOT use bleach or ammonia-based products. 409 (or similar) is supplied under the sink.
- Wipe clean the stovetop, inside the oven and inside the microwave, if used
- Sweep and damp mop the floor in the kitchen great room and down the hall
- Vacuum all carpeted areas and area rugs (The vacuum is in the storage closet located off the Great Room)
- All furniture and decorations must be put back in original place and configuration
- Remove ALL items from refrigerator and freezer
- Make sure the TV remotes are put back on table near the big screen television
- Clean sinks and wipe counters down in the bathrooms as needed
- Check the bathroom floors to be free of any toilet paper or paper towels
- Make sure all toilets are flushed (and cleaned if needed – toilet brush is in the bathroom and cleaner is under the kitchen sink)
- Take all trash outside and place it in the cans located behind the clubhouse.
- Check to be sure ALL windows and exterior doors are locked (\$50 fee for each door left unsecured)
- If fireplace was used it must be turned off prior to leaving
- Close and Lock the hallway door (between the office and the bathrooms) (\$50 fee if left unsecured)
- Leave COMPLETED Pre-Rental Inspection Form and key fob in the drop box outside the front door. (\$10 fee if key fob not returned)

****WEEKEND RENTAL EMERGENCY****

If you have a rental emergency call COMMUNITY PARTNERS OF VA at 378-5000, and leave a message if no answer.

_____, 20____
Function Date

S___ M___ T___ W___ TH___ F___ S___

MILESTONE OWNERS ASSOCIATION
CLUBHOUSE RESERVATION FORM
550-4656

Office Use:

- ____ Calendar
- ____ Account check
- ____ Waiver Signed
- ____ Lock
- ____ Event Key Fob
- ____ Pre-Rental Review
- ____ Dpst Email Sent
- Notes:

Owner's Name

_____ \$250.00 Deposit Check

Street Address

_____ \$60.00 OR _____ \$110.00

City, State, Zip

_____ \$100 Disinfect Fee (COVID-19 related)

Home Phone

Work Phone

Cell Phone

E-MAIL

Type of Function

of Guests

Rental Beginning Time – Ending Time

____ (Initial) I am not to attach anything to the clubhouse walls, doors, molding or ceiling

____ (Initial) I understand that if pool use is involved in the event, no wet bathing suits will be allowed in the clubhouse. Food must be served in the clubhouse and no entertainment is allowed on the pool deck during regular pool hours.

____ (initial) I understand that I am not to prop the front door or attempt to alter the lock on the front door in any way.

____ (Initial) I understand that I must attend the function

____ (Initial) I understand that my access will be de-activated after my function is over

NOTE: there may be a function scheduled after yours, so please plan to clean & exit the clubhouse by the scheduled time.

I have read and understand the Milestone Owners Association rules that govern the facility reservations, and I agree to abide by them. My application specifies the entire time I plan to set up and clean up. If I plan to serve alcohol, I understand that I am fully responsible for complying with the applicable laws and will obtain a liquor license. I understand that I may forfeit my deposit and/or be charged for the cost of cleaning/repairs if any items on the cleanup checklist are not completed, the facility is left unsecured in any way, or anything is damaged. I understand that my MOA assessment account must be paid in full in order to rent the facility.

This rental reservation is subject to cancellation due to unforeseen circumstances or possible clubhouse renovations.

Applicants Signature

Date Form Completed